

Indiana State Department of Health Executive Board Electronic Communications Meeting Policy

Purpose:

Indiana Code 5-14-1.5-3.6 authorizes members of the governing body of a state agency who are not physically present at the meeting of the governing body to participate by electronic communications. Pursuant to this statute, governing boards are required to adopt policies authorizing the electronic participation.

This Indiana State Department of Health Executive (ISDH) Board Electronic Communications Meeting Policy is intended to comply with the requirements of Indiana Code 5-14-1.5-3.6 and authorizes members to participate in meetings by electronic communications when the member is not physically present in accordance with the framework set forth below.

Policy:

- A. ISDH Executive Board Members (Members) are encouraged to attend all meetings in person.
- B. A Member may participate by electronic communications, including telephone, computer, or video conferencing, so long as the electronic communications allows for simultaneous communications with other Members participating electronically, the Members physically present at the meeting and the public physically present at the meeting.
- C. At least four (4) Members must be physically present at ISDH Executive Board (Board) meetings.
- D. All Members must physically attend at least one (1) Board meeting a year.
- E. Members who participate in a meeting of the Board by permitted electronic communications and in accordance with this policy:
 - a. Shall be counted as present at the meeting;
 - b. Is counted for quorum purposes; and
 - c. May vote at the meeting.
- F. Members will notify the State Health Commissioner's Administrative Assistant (Administrative Assistant) that the Member wants to participate electronically at least seven days before the meeting. The Administrative Assistant will consider requests to participate electronically made less than seven (7) days in advance of a meeting in cases of emergencies. The Administrative Assistant may reject a Member's request for electronic participation if four (4) Members have not confirmed physical attendance.
- G. Votes of the ISDH Executive Board shall be taken through roll call when a Member or Members are participating by electronic communications.

References: IC 16-19-2

IC 16-19-3

IC 5-14-1.5-3.6

Approval: May 10, 2017

Effective Date: May 10, 2017